

## TRAVEL PROFILE

This form will provide the travel office with all of the basic information needed for your travel at NPS, eliminating the need for submitting the information each time you travel in the future. Modifications to your profile will be accepted at any time.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Department: \_\_\_\_\_ Code: \_\_\_\_\_

Title at NPS: \_\_\_\_\_ Rank/rate: \_\_\_\_\_

Status (check one): Civilian:          Officer:          Enlisted:

Gender: Male:          Female:

Social Security #: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Miles to Airport from Home Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Work Address: \_\_\_\_\_

\_\_\_\_\_

Miles to Airport from Work Address: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Work Fax #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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Do you have a special meal request on airlines? \_\_\_\_\_ If so, what? \_\_\_\_\_

Do you prefer a certain airline? \_\_\_\_\_ If so, which airline? \_\_\_\_\_

Where do you prefer to sit on an airline flight? Aisle          Window          Don't Care

What is your frequent flyer #? \_\_\_\_\_ Airline: \_\_\_\_\_

\_\_\_\_\_ Airline: \_\_\_\_\_

Do you prefer a certain chain of hotels? Yes No

If so, which hotel? \_\_\_\_\_

Do you have any specific preferences in a hotel? Smoking Non-smoking

Wheelchair/physically challenged accessible?

Do you prefer a certain rental car company? Yes No

If so, which company?

What is your government travel credit card #? \_\_\_\_\_

Expiration Date? \_\_\_\_\_

What is your official passport #? \_\_\_\_\_

Expiration Date? \_\_\_\_\_

What is your tourist passport #? \_\_\_\_\_

Expiration Date? \_\_\_\_\_

What is your security clearance level? \_\_\_\_\_